

# **Citizen Commission for Performance Measurement of Tax Preferences Bylaws**

## **Article I: Name**

The name of this commission shall be the Citizen Commission for Performance Measurement of Tax Preferences (RCW 43.136.035).

## **Article II: Purpose**

The 2006 Legislature created the Citizen Commission for Performance Measurement of Tax Preferences (Chapter 197, Laws of 2006) to develop a schedule to accomplish an orderly review of tax preferences at least once every ten years and to provide a process for effective citizen input regarding the review of tax preferences. The Commission shall carry out the provisions of Chapter 197, Laws of 2006, as now or hereafter amended, and shall perform the duties and functions as therein prescribed.

## **Article III: Organization and Bylaws**

Section 1: Organization and Bylaws: The Citizen Commission for Performance Measurement of Tax Preferences (Commission) shall meet at least once per quarter and shall adopt its own policies and procedures. By a majority vote of Commission members, adopted bylaws serve as the rules and procedures pursuant to Chapter 43.136 RCW. These bylaws may be amended or suspended by the Commission in accordance with Robert's Rules of Order and in any manner which is not inconsistent with the laws of the state.

## **Article IV: Officers**

Section 1: Officers: By a majority vote, the Commission shall elect a Chair and a Vice Chair from its members. The initial terms of the Chair and Vice Chair shall expire on June 30, 2008 and on June 30 of each even numbered year in subsequent officers' terms.

Section 2: Duties of Officers: The Chair shall set the date, time and place for quarterly Commission meetings, as well as set the proposed agenda for and preside over the meetings. The Chair may call additional meetings beyond the quarterly meetings required of the Commission. The Chair shall ensure staff keep a record of business conducted at all meetings. The Vice Chair shall preside over meetings in the event of the Chair's absence.

## Article V: Meetings

Section 1: Quorum and Approval of Business: Three of the five voting members of the Commission must be present in order to have a sufficient quorum for transacting Commission business. When a quorum has been established, a motion will be approved by sufficient consensus if no Commission member objects. If there is an objection to a motion, such motion will be subjected to vote and approved if a majority of those voting are in favor of the motion.

Section 2: Open Public Meetings: Except when convened in Executive Session, all meetings of the Commission shall be open to the public, as noted in chapter 42.30 RCW. An Executive Session may be called in accordance with chapter 42.30.110 RCW.

Section 3: Rules of Order: All meetings of the Commission shall be governed by Robert's Rules of Order, except as specified by the applicable law or these bylaws.

Section 4: Meeting Date and Time and Location: The Chair shall set the date, time and location for quarterly Commission meetings. Notice of quarterly meetings shall be sent to the commission members and made available to interested parties. Special meetings may be called, setting the date, time and place for the special meeting, by the Chair or by a majority vote of the members of the commission.

Section 5: Meeting Agenda: The proposed agenda for all regular quarterly meetings of the Commission shall be set by the Chair, no less than ten days prior to that meeting. The Chair reserves the right to change and modify the proposed agenda of a regularly scheduled meeting at any time prior to the meeting. Commission members are encouraged to submit meeting agenda items to the Chair for consideration at least fifteen days prior to the next meeting.

Section 6: Order of Business: The regular order of business of the Commission shall be:

- a) Call to order
- b) Review and approval of minutes from prior meeting
- c) Adoption of final agenda
- d) Consideration of reports
- e) Commission business
- f) Public comment
- g) Adjournment

Section 7: Minutes: Staff to the Commission shall maintain records of proceedings of all meetings and prepare minutes for approval by the Commission. Following approval by the Commission, meeting minutes shall be published and made available to the public.

Section 8: Attendance: Commission members are encouraged to make every effort to attend each meeting during their term of office. If a Commission member is unable to attend, he/she is responsible for notifying the Chair.

## Article VI: Citizen Input

Section 1: Citizen Input: The Commission shall provide a period for public comment at each meeting. Any citizen may request time to address the Commission during the public comment period of the agenda. In order to efficiently manage the meeting agenda, the Chair elects the right to limit the amount of time allowed to address the Commission during the public comment period.

## Article VII: Minority Reports

Section 1: Minority Report(s): Any Commission member may request a minority report for any motion that has been approved by a vote of the Commission. Requests must be made to the Chair at the meeting, following the approval of the motion. The Chair shall ensure that minority reports requested by members are registered in the record of business for the Commission meeting.

## Article VIII: Comments on JLARC Reviews

Section 1: Comment on JLARC Reviews: The Joint Legislative Audit and Review Committee (JLARC) will report its findings and recommendations on tax preference reviews to the Commission on an annual basis. Motions to comment upon JLARC reports will be considered Commission business.

## Article IX: Housekeeping

Section 1: Travel and Per Diem: Commission members will be reimbursed for travel costs for meetings of the Commission in accordance with current Office of Financial Management guidelines.

Section 2: Address of the Commission:

Citizen Commission for Performance Measurement of Tax Preferences

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